

# MEDICAL DEVICE DISCOVERY APPRAISAL PROGRAM (MDDAP)

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## How to become an **Internal Appraisal Team Member (ATM)**

### 1. **Submit an Application**

Submit your resume to: **medicaldevice@cmmiinstitute.com**.

### 2. **Register for the Training Course**

Register for the Intro to CMMI V2.0 + MDDAP training course, \$3,000. The CMMI Institute will send you additional information to review before the course begins.

### 3. **Complete the Training Course**

This is a four-day course that will be broken out as follows:

- 2-days: Foundations of Capability
- 1-day: Building Development Excellence
- 1-day: Medical Device Discovery Appraisal Training

Only students who complete all four days of this training are eligible to proceed to the next steps.

### 4. **Pass the Associate Exam**

This is an open book, open note exam that tests and verifies your understanding of the course materials. Passing the exam certifies you as a CMMI Associate and allows you to complete your observation as an Appraisal Team Member (ATM) in a Medical Device Discovery Appraisal.

### 5. **Complete your Observation as an MDDAP Appraisal Team Member**

You must be able to demonstrate their understanding of the nuances in the program on an appraisal. You will thus be observed as an "additional" appraisal team member, responsible for leading EXACTLY one interview session for EXACTLY one PA, then drafting the results for the assigned PA, and finally building consensus with the appraisal team around the final results. You are expected to participate in team discussions and retrospectives.

### 6. **Pass the Observation**

Your Observer will monitor the execution of your interview session and deliberation with the team, and then fill out your observation checklist. The results will determine if you are qualified to be an ATM on future Medical Device Discovery Appraisals, or if you will need further observation as an additional ATM.

### 7. **Become Certified!**

Upon passing the observation, you are now a Certified MDDAP Internal ATM, qualified to be a team member with shared responsibilities on Medical Device Discovery Appraisals inside your organization.